

STATE OF MONTANA  
DEPARTMENT OF PUBLIC HEALTH AND HUMAN SERVICES

**APPLICATION FOR FULL CERTIFICATION AS A  
MENTAL HEALTH PROFESSIONAL PERSON**

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**CERTIFICATION COMMITTEE PROCEURES**

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Professional Person Certification Committee has established the following procedures:

1. Within 30 days of the Committee's receipt of **PART I** of the application, a letter acknowledging receipt will be sent to the applicant. This letter will also indicate any other application materials which have been received. The Committee will not initiate any other contact with the applicant until all application materials have been received and the Committee has made a decision regarding qualification for certification. It is the applicant's responsibility to assure that all application materials are submitted.
2. When copies of all required documents have been received, the application will be reviewed at the next scheduled meeting of the Committee. At least one meeting is held each quarter. Based upon the information submitted, the Committee will decide whether or not the applicant is qualified for certification.
3. The applicant will be notified of the Committee's decision within ten days of the meeting. If the applicant is approved, arrangements will be made for the administration of the certification examination. Certification will be granted upon successful completion of the examination.
4. If the Committee finds that the applicant is not qualified for certification, the applicant will be notified of the reasons for this decision.
5. The Committee may request additional information which will be considered at the next meeting following receipt of the information.
6. An applicant who has been denied certification may submit a written appeal of the Committee's decision to the Director of the Department of Corrections and Human Services.
7. If, one year from the date of the Committee's receipt of **PART I** of the application package, all necessary documents have not been received, the materials which have been received will be discarded and the applicant will need to resubmit all materials in order to be considered for certification.